



Tribal AmeriCorps Member Recruitment Plan

Tribal AmeriCorps recruitment begins immediately upon completion of the Tribal AmeriCorps Memorandum of Understanding and continues through July 31, 2015. *Note: the coalition/host site is responsible for the recruitment of their potential member(s).*

REQUIREMENTS

- Members must be at least 18 years of age by September 2015.
- Members must have a HS Diploma or GED certificate.
- Members must be able to pass a criminal, FBI and DMV background check (*Note: having a background does not automatically exclude them from membership*).
- Members **MUST** attend orientation on September 2-3, 2015 AND midterm training on January 11-13, 2016. Members cannot leave at any time during the training sessions. ***Please ensure that members are aware of this prior to acceptance of the position.***
- Members must accept position as a full-time priority over other jobs and be able to complete 1700 hours of service. Please stress the importance of completing the term of service!

2015-2016 BENEFITS

- Living allowance paid every two weeks during term of service, September 2, 2015 - August 31, 2016. Payments are approximately \$484 every two weeks. Final payroll is determined by member's tax status.
- Education award of \$5,750 is provided upon successful completion of service.
- Childcare assistance is available based on household income eligibility (information provided on request).
- Basic individual health insurance plan for member only, no dental or eye provided by program.
- Mileage, meals and housing are provided for all required Tribal AmeriCorps Program trainings and events.
- AmeriCorps service gear provided by program.

BEGINNING RECRUITMENT PROCESS

- Coalitions/host sites should advertise member positions through local media outlets, work office, schools, etc.

STEPS FOR RECRUITMENT FOR RED CLIFF

1. Potential members complete a Tribal AmeriCorps Program member application and submit to the host site or local AODA Coalition Coordinator, Jennifer Boulley 715.779.3.707 ext. 2268.
2. Host sites in conjunction with the AODA Coalition Coordinator will screen applications to ensure qualifications meet the needs of the site and schedule interviews. Interviews are strongly encouraged at the local level.
3. Once a member has been selected, the host site should mail the completed Tribal AmeriCorps Program member application to Bob Kovar and send an email to kovar.robert@marshfieldclinic.org indicating their selection. The application will then be forwarded on to Northwoods NiiJii Enterprise Community Inc. Human Resources staff.
4. Upon receiving the member application, Northwoods NiiJii Enterprise Community Inc. HR staff will e-mail an HR packet to the potential member, this packet will need to be completed & returned via mail *within 3 days* to allow the program to conduct required background checks. Please assist your applicant with this packet and return it in a timely manner.
5. Once the HR packet is received, reviewed and approved, the final member enrollment packet will be e-mailed to the applicant. The applicant will need to complete and mail this packet *within a week*. Host site supervisors will be kept informed of the progress of the applicant's paperwork and may be asked to further assist if paperwork is not returned in a timely manner.
6. An email confirmation of the start date will be sent to the host site and member. Members may not count any hours prior to their approved start date. Members will begin their first day of service at orientation on September 2, 2015.